



United States
Department of
Agriculture

Natural Resources
Conservation
Service

P.O. Box 2890
Washington, D.C.
20013

#864

SUBJECT: PER – Federal Emergency Management Agency
Community Relations Program

TO: Deputy Chiefs
Regional Assistant Chiefs
Division and Center Directors
State Conservationists
Directors, Caribbean and Pacific Basin Area

AUG 18 2005

*Copies to:
Rm H.
Charlotte W. - Action
Log Book*

The Department of Agriculture is one of the primary agencies responsible for assisting the Federal Emergency Management Agency (FEMA) in providing a framework for federal government support to aid communities in recovering from the long-term consequences of national emergencies. Specifically, the Natural Resources Conservation Service (NRCS) plays a significant role in providing technical assistance for resource conservation and emergency watershed protection.

In anticipation of the probable occurrences of hurricanes this year, FEMA is asking for an immediate registry of volunteers to assist with subsequent recovery efforts. While there are no specific skills required to participate, volunteers should be available when called upon and willing and able to work long hours and work for extended periods of time in carrying out assigned tasks. Further, possession of a government-issued travel card and supervisory approval to participate are required.

FEMA will pay for both overtime and travel expenses incurred by volunteers, however, employee salaries will continue to be the responsibility of employing offices. FEMA will handle reimbursing the agency for travel expenses and overtime and will pay USDA directly based on the mission-assignment number assigned to a specific disaster. There will be no action required by the agency in obtaining and/or submitting expenses for reimbursement.

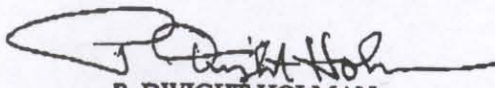
Volunteers will be required to complete four Homeland Security and nine FEMA training modules through AgLearn. A FEMA Volunteer Qualification in AgLearn is being established to assign the training to an employee who volunteers for this assignment. At this time, the FEMA Volunteer Qualification will have the four USDA Homeland Security Courses and seven of the FEMA courses in AgLearn. The remaining two, Introduction to the Public Assistance Process and Introduction to Debris Operations in FEMA's Public Assistance Program, will be added to the Qualification shortly. Most of the FEMA courses are PDF documents that employees can read and print out an answer sheet to take an exam and then fax to FEMA for grading. Servicing human resources offices will contact volunteers with respect to completion of the following courses:

- ICS-100 – Introduction to the Incident Command System
- ICS-200 – Incident Command System 200
- NRP – National Response Plan and Introduction
- NIMS – Introduction to National Incident Management System

- Emergency Manager: An Orientation to the Position
- Emergency Preparedness, USA
- A Citizen's Guide to Disaster Allowance
- The Role of Voluntary Agencies in Emergency Management
- Disaster Basics
- Community Hurricane Preparedness
- Introduction to Mitigation
- Introduction to the Public Assistance Process
- Introduction to Debris Operations in FEMA's Public Assistance Program

For those employees who volunteer and receive FEMA assignments, a Standard Form (SF) 50, Notification of Personnel Action, will be processed documenting their details. Although procedures contained in existing collective bargaining agreements with respect to detailing employees to other agencies should be adhered to, emergency details of employees are likely to be exceptions to any contractual procedure or arrangement.

Thank you for your prompt attention to this request. Your willingness to assist those in greatest need exemplifies the Agency's commitment to public service and the protection of natural resources.



P. DWIGHT HOLMAN
Deputy Chief for Management

Attachment

cc:

State Administrative Officers
Human Resources Offices